

2 MAY 1975

MEMORANDUM FOR: Chief, Plans & Programs Staff, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction
Division, OL
Chief, Supply Division, OL

SUBJECT : Procurement Management Staff, OL, Staff
Study

1. The Procurement Management Staff, OL (PMS/OL), has been tasked to review the functions and activities of the General Procurement Branch and the [redacted] in Procurement Division, OL (PD/OL), the [redacted] in Real Estate & Construction Division, OL (RECD/OL), and the Small Purchases Branch and Commodity Teams in Supply Division, OL (SD/OL). The objective of the review will be to ascertain whether efficiencies are available through changes within any of the organizations under review or perhaps through consolidation of one or more of the components.

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2. To avoid disruption of work and redundant data collection to the maximum extent possible, PMS/OL will analyze data already available as a result of recently completed reviews. These include:

- a. Plans and Programs Staff, OL (P&PS/OL), Study on the Procurement Function.
- b. PD/OL study entitled "Evaluation of Procurement Division Workload."
- c. P&PS/OL comments on the Procurement Division Study.
- d. The Report of Audit on PD/OL for the period 1 December 1973 to 30 November 1974.

3. While analysis of data in the above-listed documents is expected to produce a substantial amount of usable information, it will also be necessary for PMS/OL to contact each of you directly for additional information as well as members of your respective organizations. Your cooperation in providing the needed information is essential in order to expedite the completion of the study. In this regard, to expedite

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SUBJECT: Procurement Management Staff, OL, Staff Study

STAT [] the initial data collection phase, please forward to Mr. Harry PMS/OL, the staffing complement of the aforementioned components under your supervision including positions, grades, and job titles along with any workload data you now accumulate. If this data are already a part of one or more of the reports listed above, advise PMS/OL in writing of that fact, including a statement that said data are accurate.

STAT 4. A deadline of 30 June 1975 has been established for PMS/OL to complete this report. [] and/or Mr. Carl [] who will be performing the study, will make every attempt to coordinate with the cognizant division chiefs as the study progresses on matters which impact on your respective units. Your complete cooperation will be appreciated.

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Michael J. Malanick
Director of Logistics

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